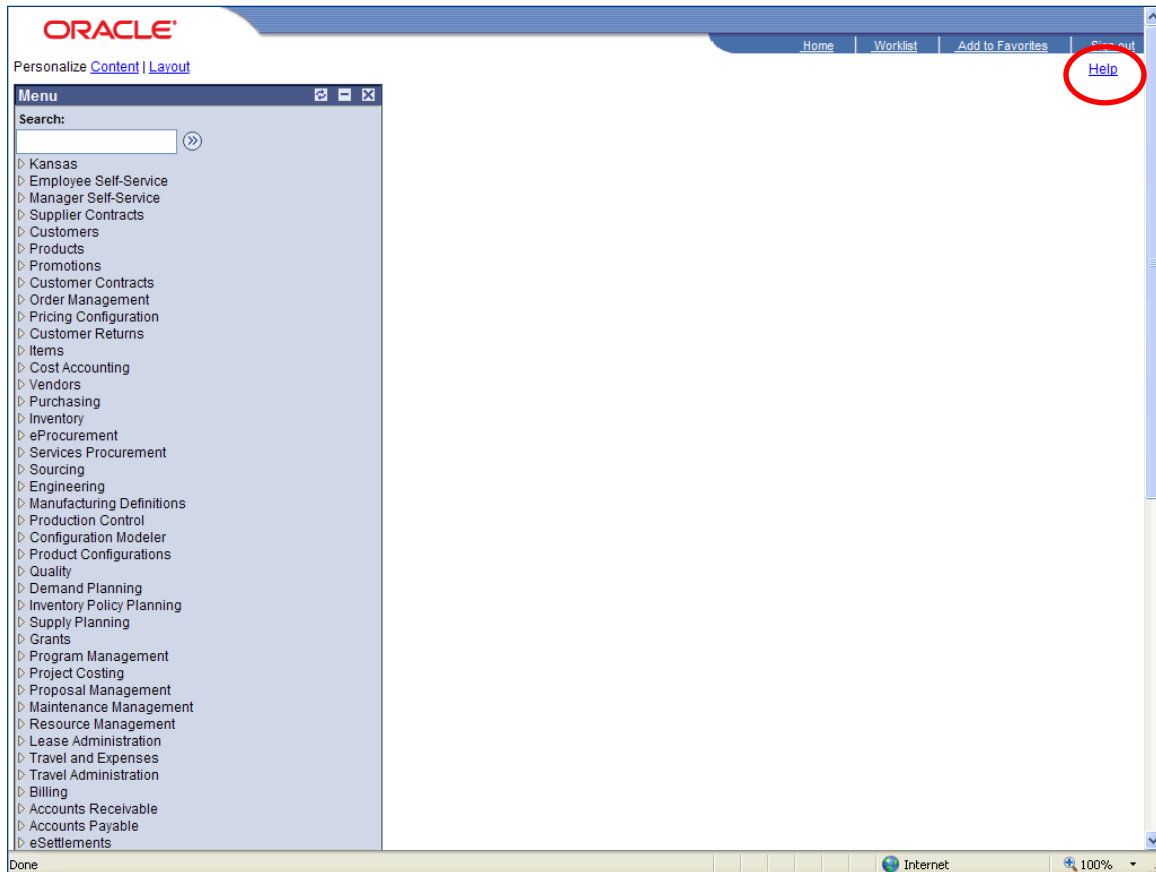


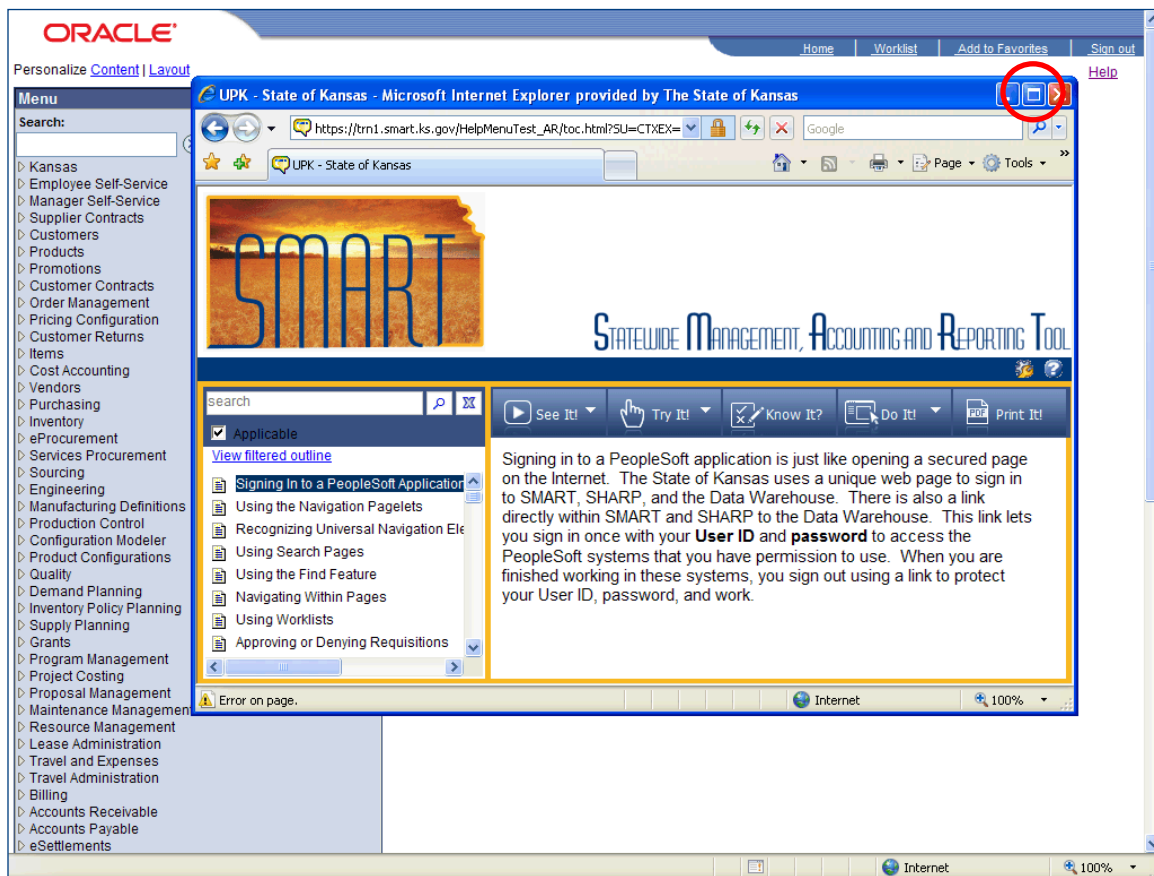



## Locating UPKs in the SMART Training Environment

Use the **Help** link in the SMART Training Environment to find, view, and open the UPK topics used throughout SMART Training.




Step	Action
1.	<p>Use the <b>Help</b> link from any page in SMART to open the <b>UPK Player</b>.</p> <p><b>Note:</b> This may take time to load.</p> <p>Click the <b>Help</b> link.</p> <p><a href="#">Help</a></p>




Step	Action
2.	<p>The <b>UPK Player</b> opens in a new window. To better view the UPK Player, maximize the window.</p> <p>Click the <b>Maximize/Restore</b> button.</p> 



Step	Action
3.	<p>To view all available UPKs by process area, you <b><u>MUST</u></b> deselect the <b>Applicable</b> checkbox.</p> <p><b>Note:</b> This may take time to refresh.</p> <p>Click the <b>Applicable</b> checkbox to remove the checkmark.</p> 



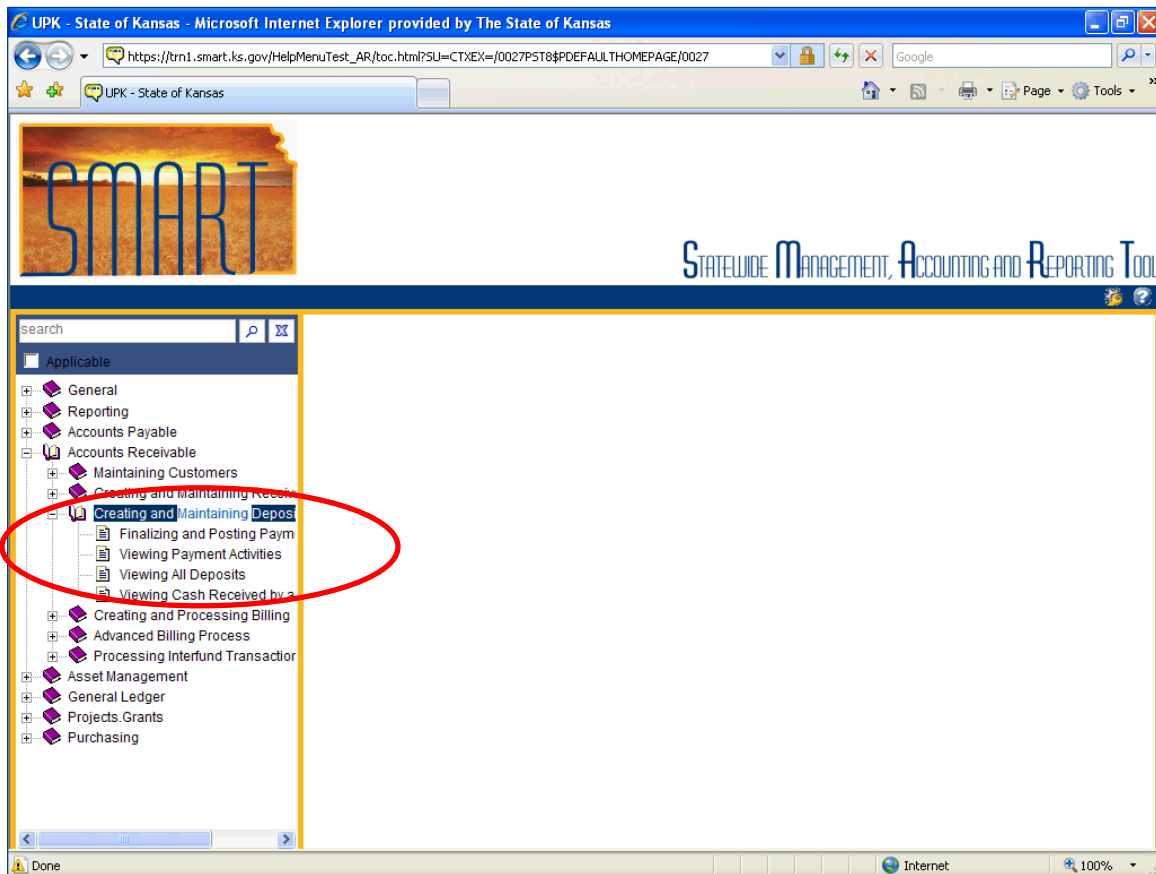
Step	Action
4.	<p>Use the <b>Outline Pane</b> at the far left to view the UPK content that you can access. The content is organized into three levels:</p> <ol style="list-style-type: none"> <li><b>1. Process Area</b> - i.e., General, Purchasing, General Ledger</li> <li><b>2. Course Name</b> - i.e., Introduction to SMART, Performing Approvals</li> <li><b>3. UPK Topic</b> - i.e. Using Search Pages, Navigating Within Pages</li> </ol> <p>You always navigate to the <b>UPK Topic</b> level to launch a UPK simulation.</p>
5.	<p>Use the <b>Collapse Section</b> (minus sign) and <b>Expand Section</b> (plus sign) buttons to expand and collapse the content levels in the Outline Pane.</p> <p>Click the <b>Collapse Section</b> button for the General process area.</p> 



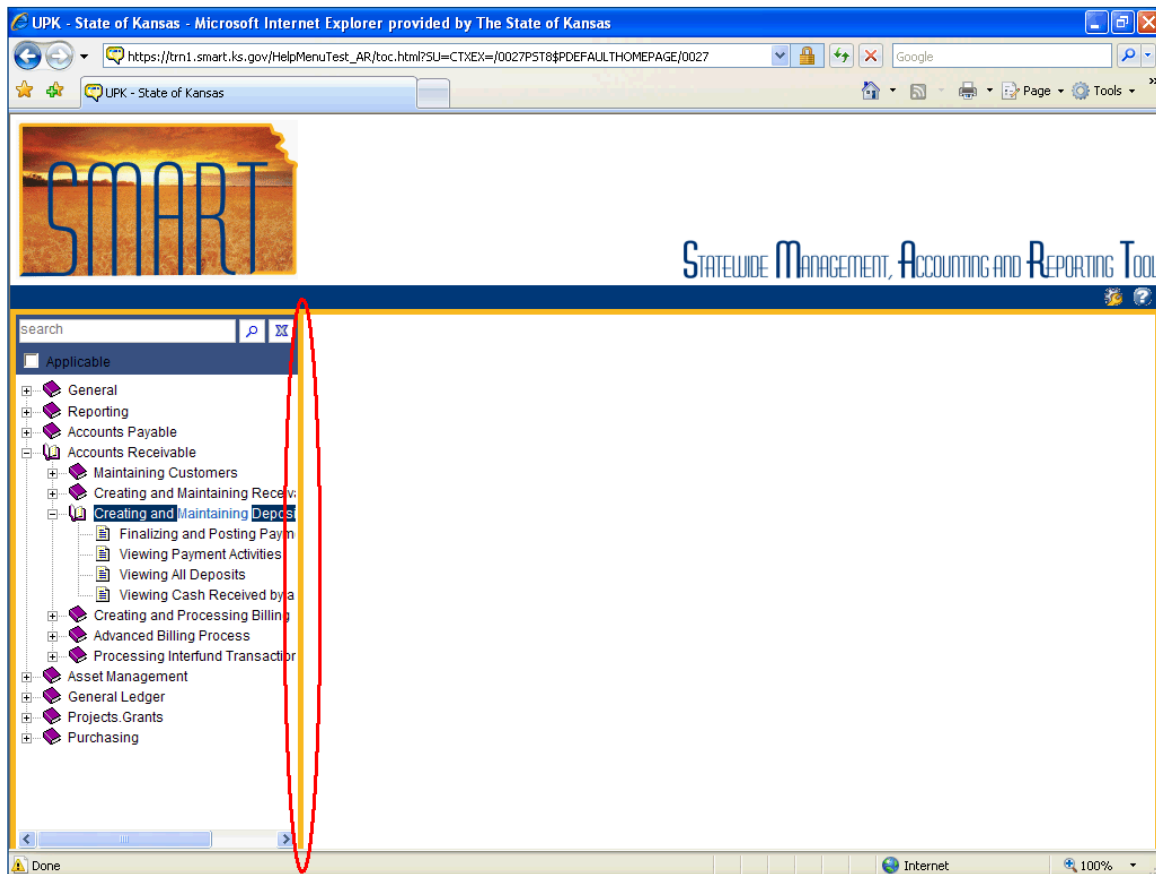
Step	Action
6.	<p>You can also double-click a process area or course name to expand the level.</p> <p>Double-click the <b>Accounts Receivable</b> link.</p> <p><u>Accounts Receivable</u></p>



Step	Action
7.	<p>You can now see all six courses in the Accounts Receivable process area. Now look at the contents within the Creating and Maintaining Deposits course.</p> <p>Double-click the <b>Creating and Maintaining Deposits</b> link.</p> <p><u>Creating and Maintaining Deposits</u></p>



Step	Action
8.	You can now see all four UPK topics in the Creating and Maintaining Deposits course.
9.	You can use the scrollbar at the bottom of the Outline Pane to scroll when you cannot see the full name of a UPK topic.



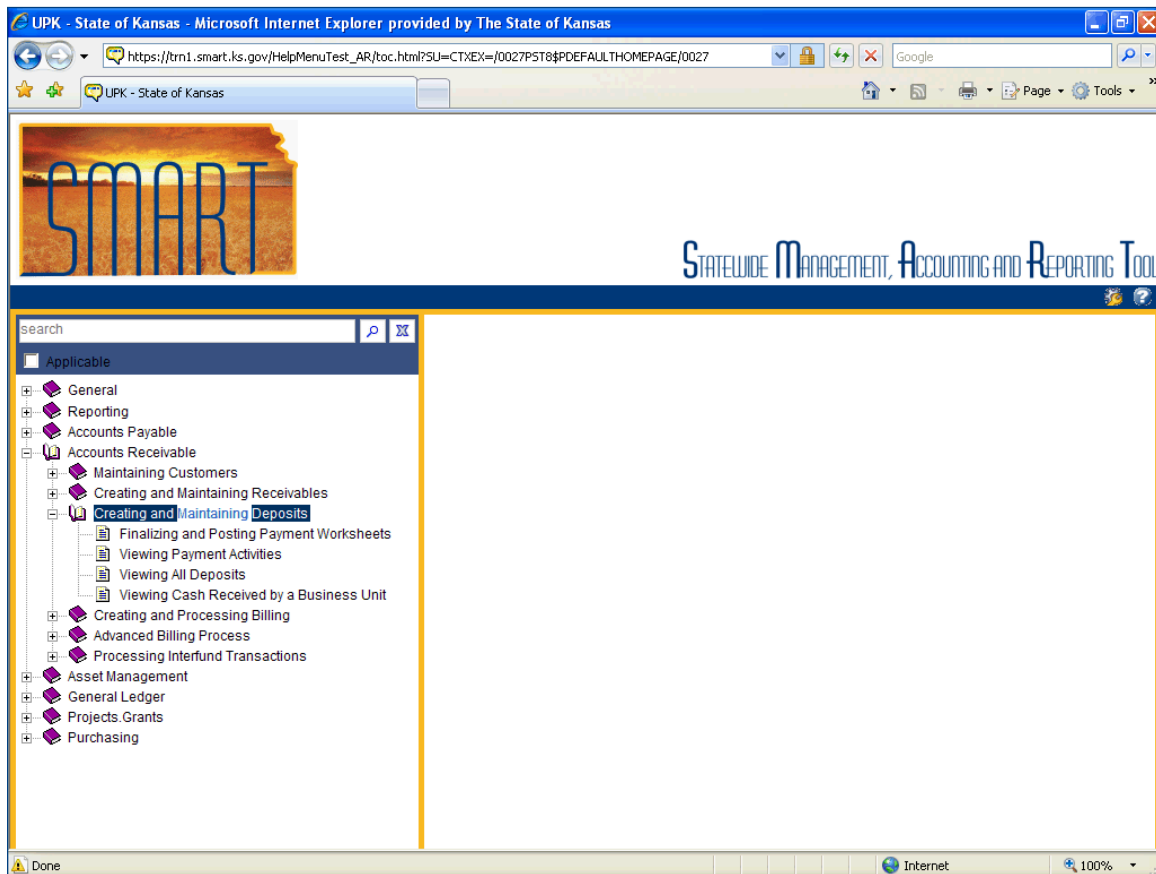
Step	Action
10.	You can resize the Outline Pane by dragging the border to the left or right. For this simulation, the Outline Pane is expanded for you.



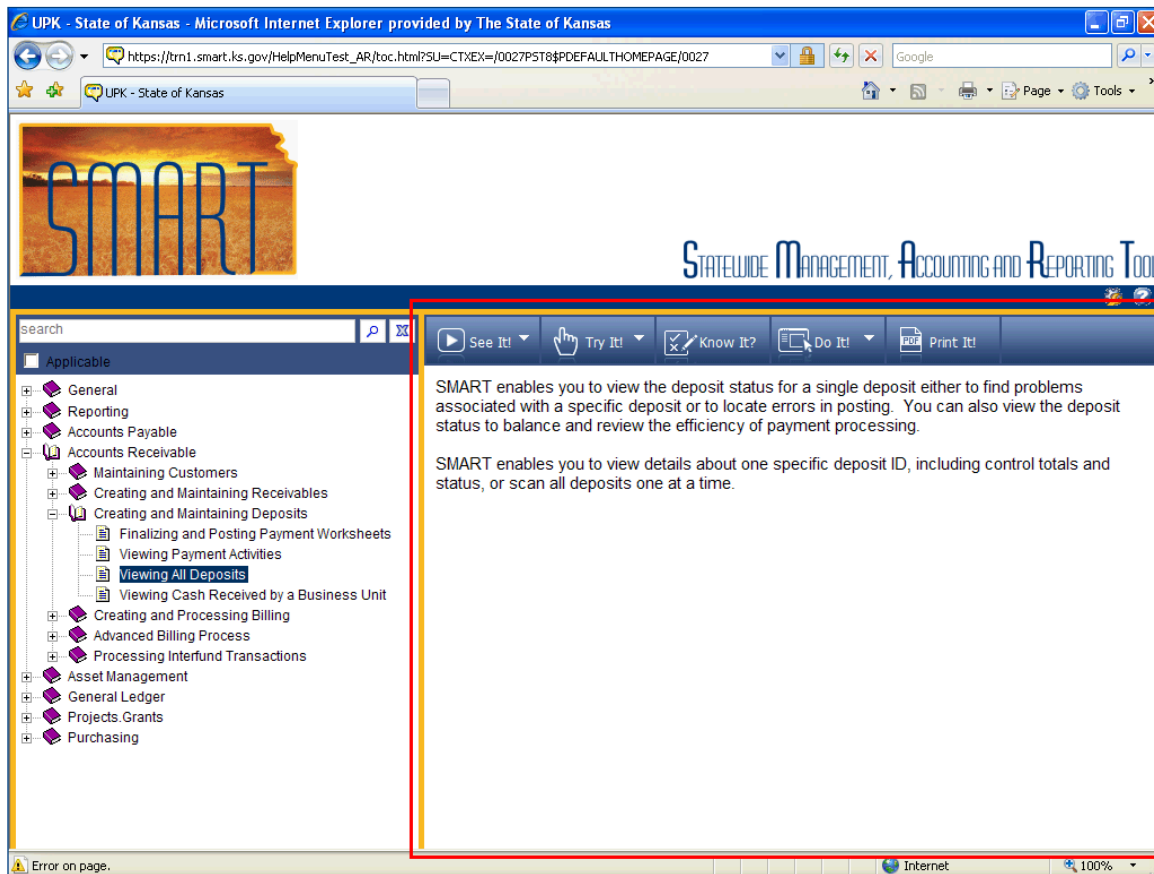



# Locating UPKs in the SMART Training Environment

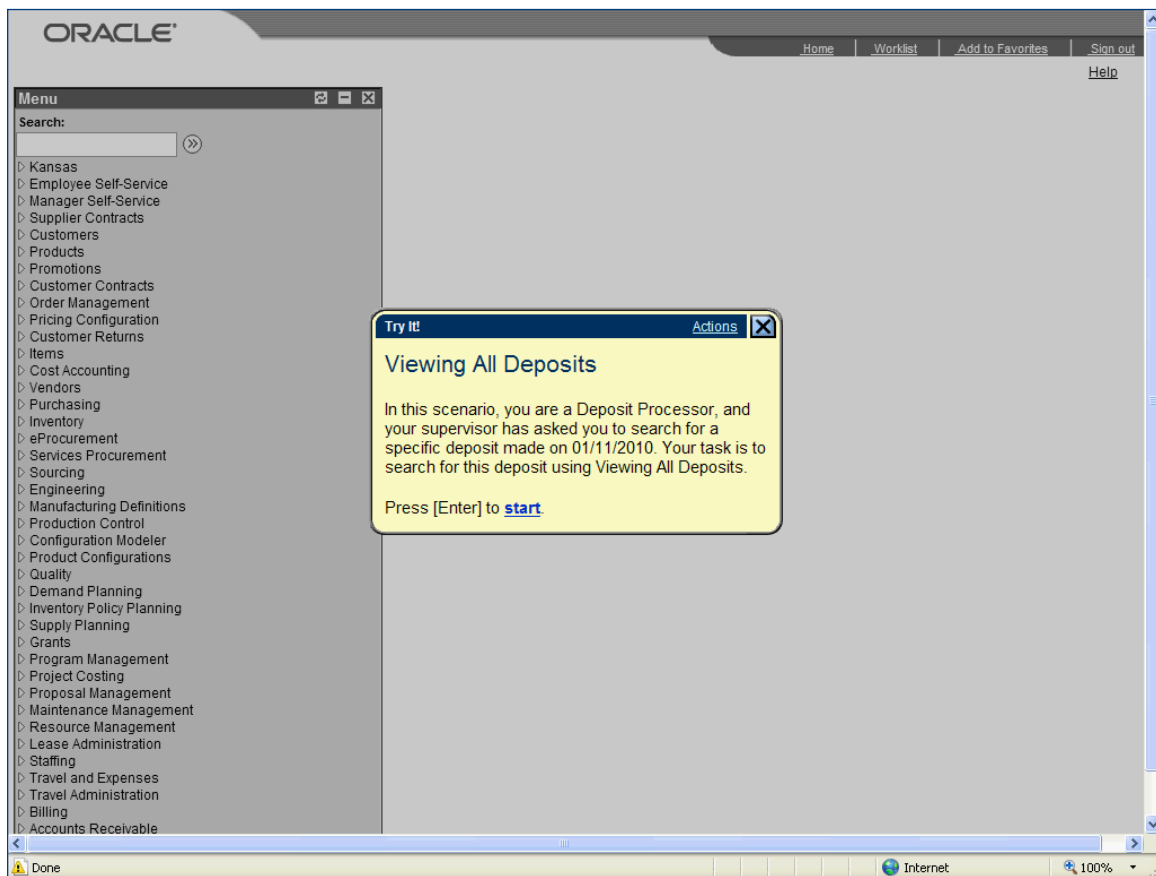
Statewide Management, Accounting and Reporting Tool



Step	Action
11.	Notice you can now see the full topic name for the UPK topics displayed.
12.	Click an individual UPK topic to display additional information about the topic to the right.  Click the <b>Viewing All Deposits</b> link. <a href="#">Viewing All Deposits</a>



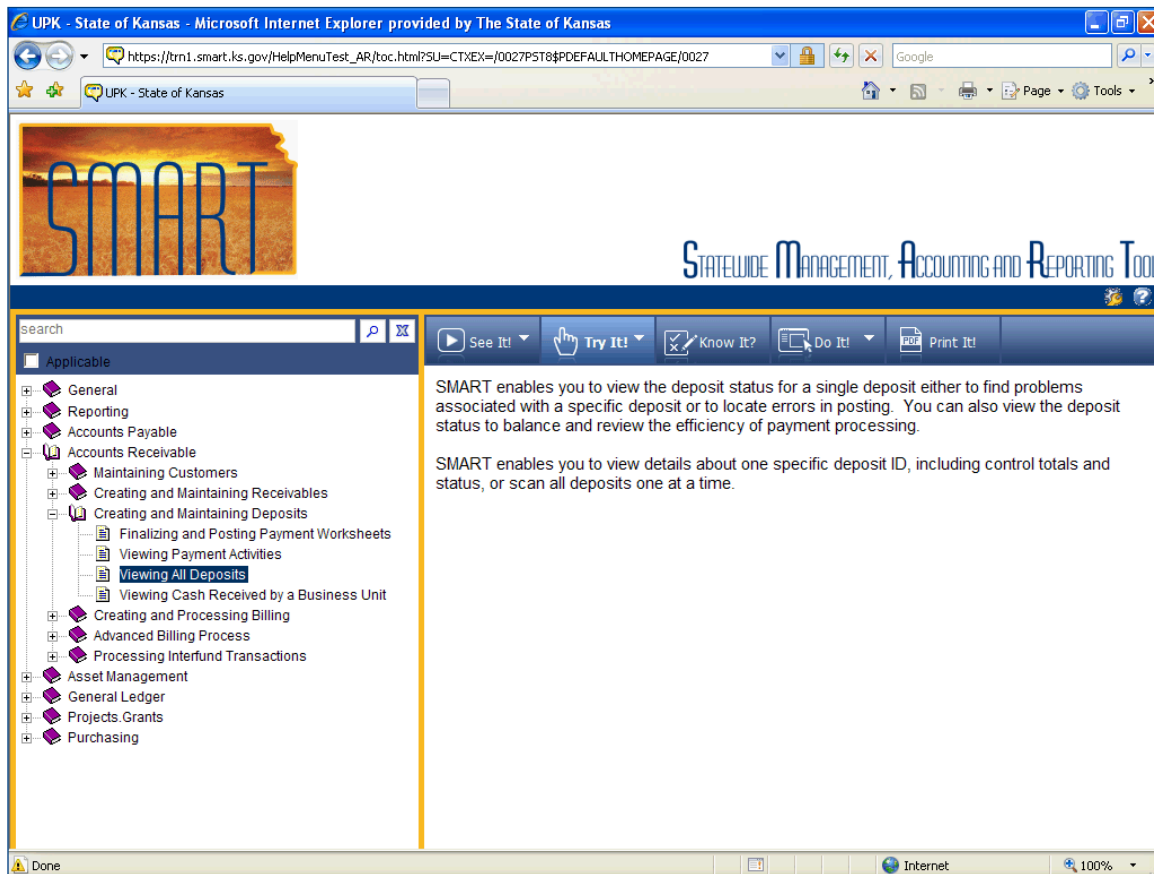
Step	Action
13.	Concept information for the selected UPK topic display in the <b>Concept Pane</b> , the area to the right of the Outline Pane.
14.	<p>For end-user training, <b><u>ALWAYS</u></b> open the UPK topics in <b>Try It!</b> mode.</p> <p><b>Note:</b> You can also open UPK topics by double-clicking the UPK topic name in the Outline Pane.</p> <p><b>Note:</b> You can also reference the <b>Print It!</b> mode as a great resource after training. Clicking <b>Print It!</b> creates a step-by-step User Procedure of the UPK in PDF format.</p> <p>Click the <b>Try It!</b> button.</p> 



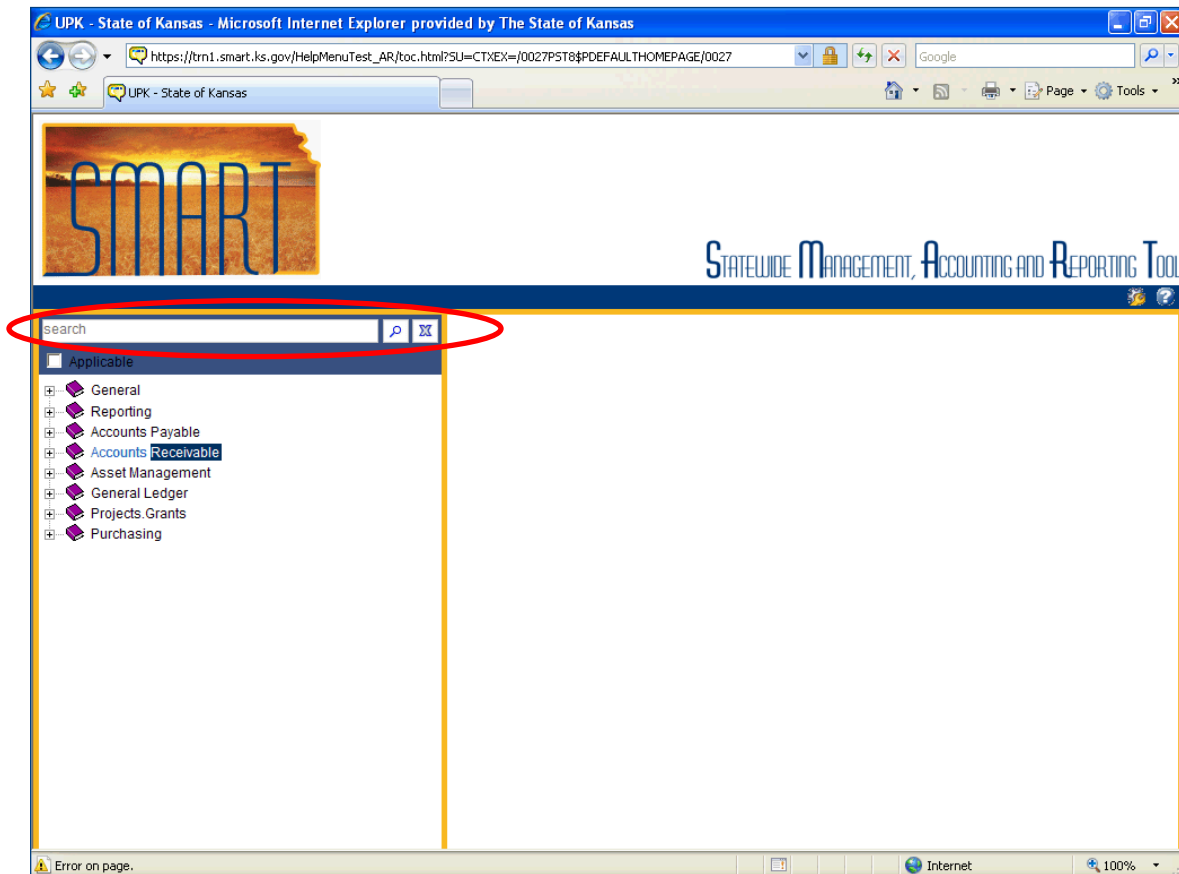
Step	Action
15.	<p>The UPK topic opens in a new window. If you need to quickly exit the UPK topic, you can press the <b>Escape</b> button on your keyboard to go back to the UPK Player.</p> <p>For this simulation, go back to the UPK Player. Press <b>[Escape]</b>.</p>


# Locating UPKs in the SMART Training Environment

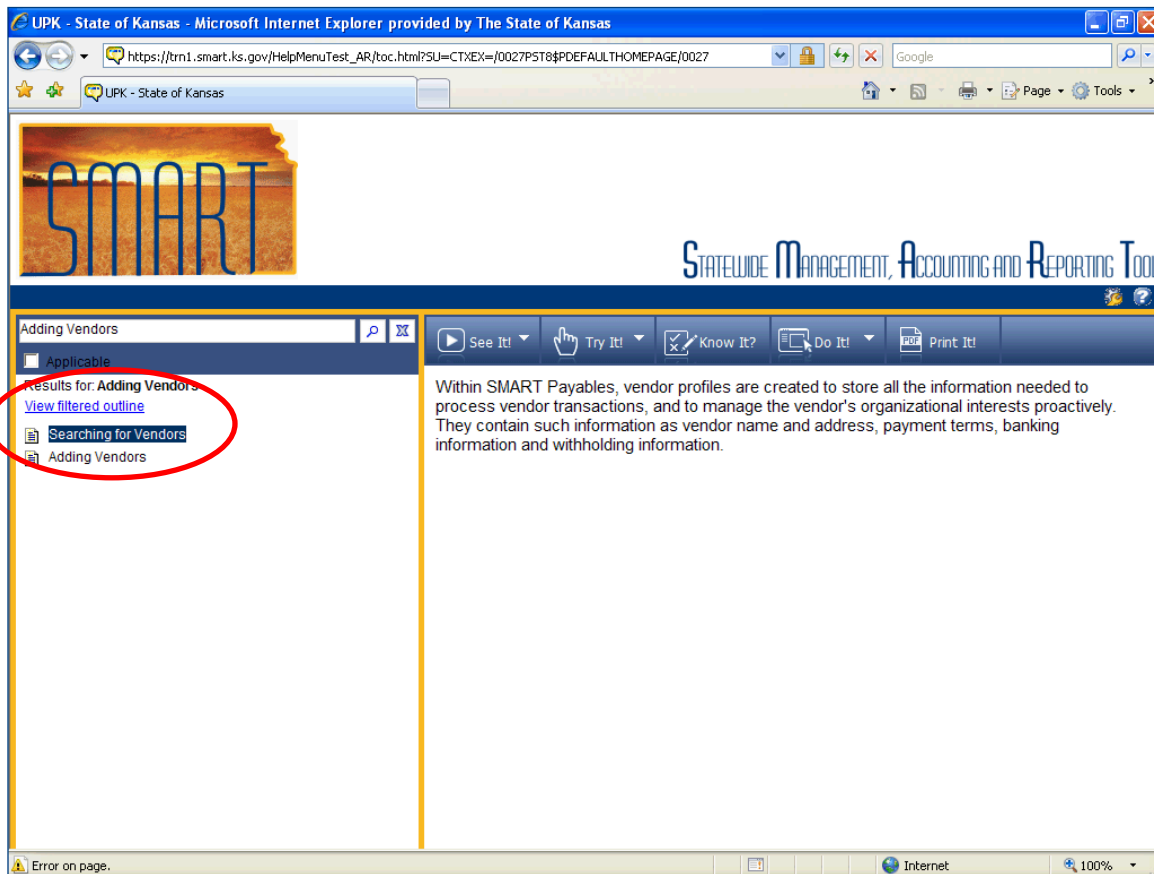
Statewide Management, Accounting and Reporting Tool



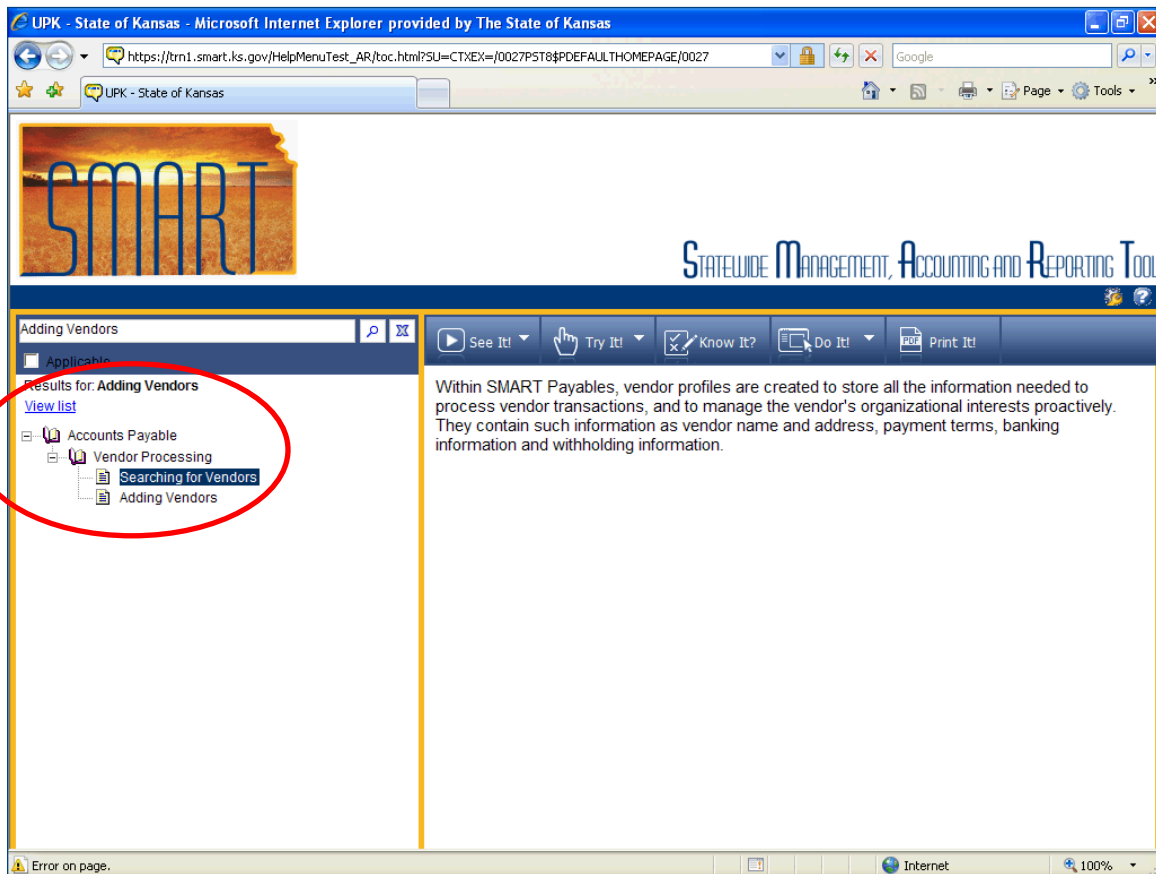
Step	Action
16.	Double-click the <b>Accounts Receivable</b> link to collapse the Accounts Receivable content. <u>Accounts Receivable</u>



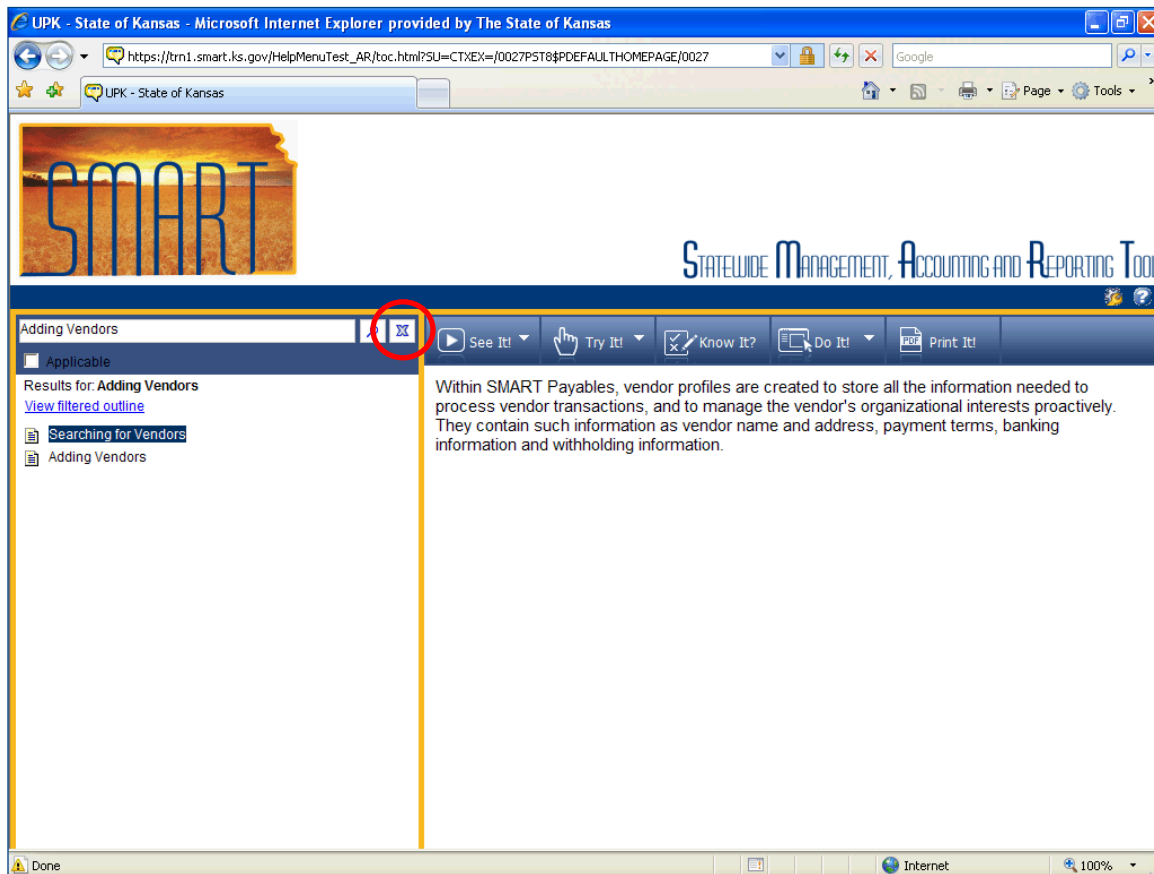
Step	Action
17.	<p>You can also use the <b>Search</b> field to look up a UPK topic by name.</p> <p>Click in the <b>Search</b> field.</p> <div>search</div>
18.	<p>Enter the desired information into the <b>My Roles</b> field.</p> <p>For this simulation, enter "<b>Adding Vendors</b>".</p>
19.	<p>Click the <b>Begin search of specific word or words</b> button.</p> <div>  </div>




Step	Action
20.	Only UPK topics in the UPK Player that are related to your search are displayed. By default, the search results are displayed as a list.
21.	<p>You can also view the search results as an outline, which lets you see the related process area and course.</p> <p>Click the <b>View filtered outline</b> link.</p> <p><a href="#">View filtered outline</a></p>



Step	Action
22.	Notice both of these UPK topics are in the Accounts Payable process area and Vendor Processing course.
23.	Click the <b>View list</b> link. <a href="#">View list</a>



Step	Action
24.	<p>Use the <b>Clear search results</b> button to clear your search results and see all the content in the UPK Player.</p> <p>Click the <b>Clear search results</b> button.</p> 





Step	Action
25.	All the process areas are now shown again in the Outline Pane.
26.	For this simulation, you need to learn how to open the UPK Player from the <b>Help</b> link in the SMART Training Environment. You also need to understand how to find, view, and run the UPK topics in the UPK Player. <b>End of Procedure.</b>